

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Collection and Dissemination
 FROM : Management Officer

DATE: 16 September 1949

Executive Registry

0-7002

SUBJECT: Agency Activities Relating to Abstracting and Coding of Intelligence Information.

1. Problems relating to the subject activity together with a proposed solution are presented for your consideration and comment. The Management Office recognizes that the basic idea of abstracting and coding by production specialists is not new and that this idea has to a limited extent been successfully accomplished under OCD sponsorship. In view of this successful experiment, it is felt that an extension of this concept, as embodied in our proposal, is both sound and workable.

Extension, but not as embodied in this proposal is planned.

2. Present Agency organizational and functional statements allocate primary responsibility for abstracting, coding and indexing intelligence information to OCD. Three separate organizations within OCD are engaged in this activity:

- a. Library and Machine Methods Branch - General subject and area classification of intelligence information and limited abstracting of important documents.
- b. Biographic Register - Extraction and classification of biographic and organizational data.
- c. Industrial Register - Extraction and classification of plant, industrial, and other economic data.

A total of approximately 125 positions are authorized for the above stated activities, exclusive of the machine operations. By organizational separation of the activities, the same intelligence document may be processed by all three OCD organizations. (See Tab A for present procedural flow.)

Quite possible. May be also by a dozen branches of ORE & OSI.

3. The production offices of the Agency (ORE and OSI) generally find OCD service of limited value. These reservations arise from one or more of the following basic deficiencies:

a. The classification systems are not constructed so as to provide the information specifically requested by intelligence researchers, e.g., the library system makes no provision for detailed identification of scientific data.

However, it depends who you talk to in ORE & OSI.

b. The Register information may be incomplete in critical areas while abounding in other areas, or it may not be current.

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unavoidably true. We are doing the best we can to whip backlogs and keep current.

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c. OGD professional personnel, do not have the area, occupational, or intelligence specialization to analyze, abstract, and code with the requisite accuracy. Also, OGD professional personnel are far removed from the intelligence production operation and are not receiving specific guidance from ORE and OSI.

Partially true - 9
I know our present system
True in some areas - untrue in others.

4. The inadequacies of OGD service have resulted in considerable duplication of effort:

a. All ORE and OSI researchers maintain some kind of card, clipping, or report information file. Little uniformity exists as to scope, procedures, or content of these researchers' working files.

True. Unavoidable. Every good researcher always does so, regardless of rules & regs.

b. To remedy OGD service, a formalized procedure is in operation whereby documents are abstracted and coded within ORE and OSI, then sent to OGD where IBM cards are reproduced and punched and a set of IBM cards are returned to ORE and OSI for researchers' files.

in some instances
This procedure completely duplicates OGD activity in the tasks of coding, reproducing, punching, and tabulating and partially duplicates the abstracting task.

Quite untrue

(See Tab A, the present procedure, which points up the duplication of effort.) While this service is provided only to OSI and to one ORE desk several other ORE branches have requested like service.

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OGD has had to refuse because of T/O and personnel limitations, and also because time is needed to improve intel ofax operation, and to develop classification scheme.

5. To improve the quality of Agency intelligence information services and to effect economies through eliminating duplication of effort, the Management Office proposes: (See Tab A for procedural flow.)

a. The tasks of coding and abstracting intelligence information, including biographic and industrial, be allocated to the substantive branches of ORE and OSI.

b. All OGD machine indexing operations be centralized in one branch and such branch activity be limited to machine operations.

c. All OGD information holdings, including biographic and industrial, be incorporated into the Library and servicing be accomplished by standard library procedures.

d. The ORE and OSI branches be assigned the responsibility of initiating changes in the classification systems, which changes will permit the most easy and most accurate satisfaction of their needs.

These are visionary "blueprint" recommendations which would (a) either abolish Biographic, Industrial Registers functions or else transfer them on paper to the Library, and (b) destroy all possibility of obtaining that uniformity in coding & classification which is essential to a system

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e. The ORE and OSI branches supply with each request the appropriate codes, when such are required for information searches or machine listings.

*not without
but not today.
The services unit
will itself before
we ask for this.*

f. The Liaison Branch, OCD, be assigned responsibility for facilitating the collection of all (including biographic and industrial) non-library data contained in files of other government agencies when so directed by ORE or OSI and according to capability in relation to NSC Direction and established Agency functions.

Impractical

g. ORE researcher files be limited to that information required to complete currently assigned projects.

*Such rules
are never
enforceable.*

h. Outside request satisfaction be assigned as follows:
(See Tab B for flow.)

Impractical

- | | |
|---|----------------------------------|
| (1) Listings | - Machine Methods Branch, OCD |
| (2) Facsimile copies of file information | - Library, OCD |
| (3) Intelligence information summaries and evaluations | - ORE-OSI |

6. While only experience will determine manpower strength and allocation required to operate the proposed plan, it would seem that substantial manpower savings can be effected by adoption of this proposal. *Maybe, but only at the price of eliminating services.*

7. The Management Office recognizes that similar operations involving abstracting, coding, etc. of intelligence documents are currently being performed within [REDACTED] - Office of Operations, Office of Special Operations and Office of Policy Coordination. However, it is felt that at this time, no effort should be made to incorporate these procedures into an overall Agency plan.

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8. If it is felt that the above proposal cannot be implemented, consideration should be given to a modification of the present procedure whereby OCD would code and abstract only such information as is specified by ORE and OSI researchers with the concurrent elimination of all coding and abstracting in OSI and ORE.

Attachments (2)

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This "YES or NO" attitude is wrong - the problem is complex, and it is unrealistic to expect the ultimate solution will be all one way or all the other.

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MEMORANDUM

TO: Assistant Director for Collection and DATE: 16 September 1949
Dissemination
FROM: Management Officer
SUBJECT: Agency Activities Relating to Abstracting and Coding of
Intelligence Information.

I do (Not) concur: _____ Date: _____
Assistant Director for ORE

I do (Not) concur: _____ Date: _____
Assistant Director for OSI

I do (Not) concur: _____ Date: 14 Oct 49 25X1A9a
Assistant Director for OCD